

**SEXUALLY TRANSMITTED
DISEASE
MANAGEMENT INFORMATION
SYSTEM (STD*MIS)
VERSION 3.x**



Division
of
**STD
Prevention**

Sexually Transmitted Disease Management Information System (STD*MIS) Version 3.x

INTRODUCTION

STD*MIS is a data management system developed by the Statistics and Data Management Branch, Division of STD Prevention, National Center for HIV, STD, and TB Prevention (NCHSTP), Centers for Disease Control and Prevention (CDC).

The design and development of STD*MIS, version 1.0, began in 1991. The original intent was to provide a generic software application that addressed the most common issues facing a STD program in its efforts to manage data received from labs, providers, clinics, DIS, etc. Additionally, a mechanism was provided for the export of line-listed morbidity data, via NETSS (National Electronic Telecommunications System for Surveillance), to CDC.

Adoption of STD*MIS by state and local health departments is voluntary. If the software can be useful, and is implemented by a state or local health department, it becomes, in essence, a local application. The Division of STD Prevention provides source code for the system as well as basic support. Basic support primarily involves training of the staff who will be supporting the application locally and serving as technical back-up for these local support staff. More extensive local support is the responsibility of the STD project area.

Several major revisions have been made in the software. The version currently used in the field is 3.x. Enhancements to this release include on-line help, laser printing of interview and field records, clinic visit and congenital syphilis components, and the ability to create "local use" data files.

STD*MIS is predicated on the concept that STD management begins with a single "event" which may trigger other activities (related "events"). For example, the receipt of a positive laboratory test for gonorrhea may generate morbidity, lead to the initiation of a field record (FR) to confirm treatment, result in the entry of treatment information, and possible assignment for interview. The concept being that each of these "events" -- morbidity, FR initiation, treatment, and patient interview -- logically flow from, and should be linked to, the receipt of the positive laboratory report for a specific patient.



The system is designed to store, retrieve, manage, and report on various types of sexually transmitted disease data. STD*MIS Version 3.x has new features that will aid in the management of various program activities, including a series of quality assurance reports. Version 3.x also allows for creation of data sets that may be used for ad hoc queries, as well as integration of clinic/regional infertility and congenital syphilis data entry into the patient registry.

STD*MIS is a generic application that should meet most of the data management requirements of STD/HIV Prevention and Control programs. In addition, it has the flexibility to allow for local program customization through the use of "Program" or local use fields; the ability to update the Reports module with locally developed reports; and the ability to

customize “on-line” help screens. STD*MIS Version 3.x also eliminates the need for hand-written Field and Interview records by providing printouts of these records as well as patient summary information.

We hope this guide will assist project areas throughout the country to understand and implement this latest version of STD*MIS.

NOTES: This manual was developed using WordPerfect 6.1. To respond to the needs of the entire country, we are trying to describe all possible methods of entry and paths for linking events. For your local use, however, you may wish to expand or eliminate parts of the manual that do not follow your method of program operation. The graphics included in this manual, however, may cause problems during modification. Therefore, we strongly suggest you contact your STD*MIS representative before attempting any changes. However, you are currently viewing this manual as it was converted into Adobe Acrobat format. If you have any difficulty in navigating this document, please refer to Acrobat Help.

Each time the  icon is displayed, additional information is available. After navigating to another area of the manual, click on the  “Go to previous view” button on the Adobe Acrobat Toolbar to return to your previous place in the Manual.

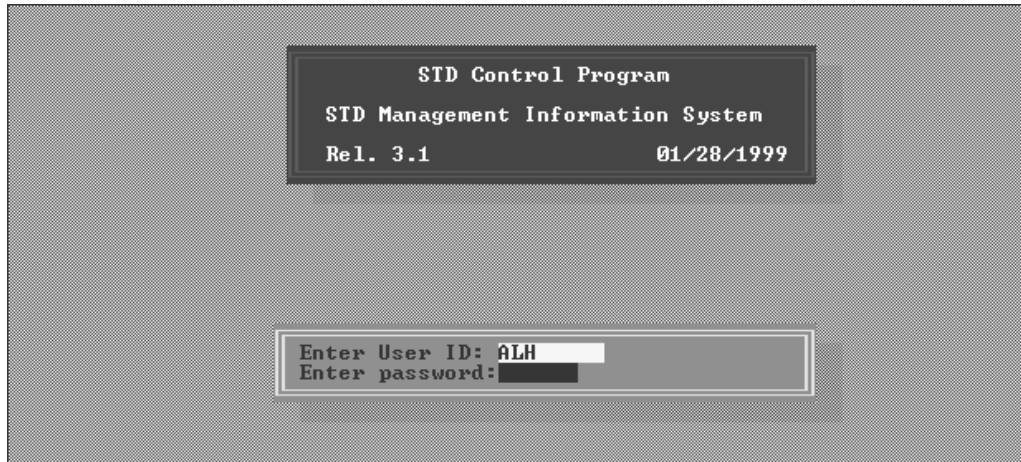
To quickly navigate to an area of the manual, click on the appropriate bookmark in the left window of the Adobe Acrobat screen.

Screen captures (graphics) in this manual may depict various versions of the software (3.1, 3.2, or 3.3). These menu choices are not different between versions.

STD*MIS Version 3.x

ACCESSING THE SYSTEM

After accessing STD*MIS, the log-in screen will appear. User ID is an eight character field (only the first four need to be entered on the log-in screen); password is a six character field:



```
STD Control Program
STD Management Information System
Rel. 3.1                01/28/1999

Enter User ID: ALH
Enter password:
```

Enter your User ID (pressing **<Enter>** if less than 8 characters).

Enter your password (pressing **<Enter>** if less than 6 characters).

 **More information on User ID and password can be found in System Utilities.**

NOTE: Passwords expire after 90 days. After a password is entered, if it has expired, the following prompt will appear:



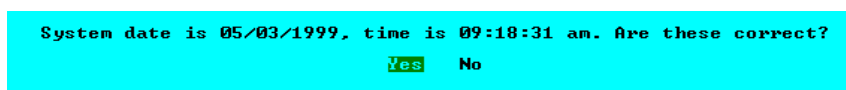
```
PASSWORD HAS EXPIRED
Your current password has expired. Please enter
a new one or press <Esc> to exit.

New password:
Retype password:
```

Enter a new 6 character or less password and press **<Enter>** (if less than 6 characters). The new password must be entered a second time for verification. Pressing **<Esc>** on this screen will exit the system.

NOTE: The new password **MUST BE DIFFERENT** than the expired password.

After entering a valid user ID and password, the following prompt will appear:

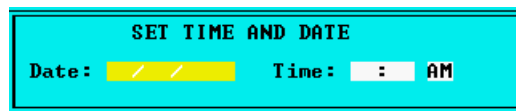


```
System date is 05/03/1999, time is 09:18:31 am. Are these correct?
Yes No
```


NOTE: It is important to make sure the date and time shown on this screen are correct. Every record in the system contains the date and time the record was written into the appropriate file, and this information is used to select records to send to CDC via NETSS (National Electronic Telecommunications System for Surveillance), records for upload to another STD*MIS site, and for export of data for the Regional Infertility project.

If the system date and time are correct, press **<Enter>** to continue.

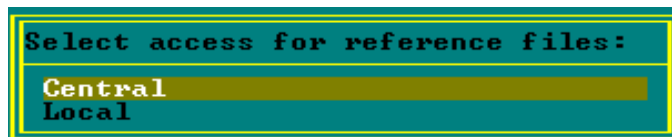
If either the date or time are incorrect, use the **<right arrow>** key to highlight "No" or type the letter "N". The following screen will appear:

A screenshot of a terminal window titled "SET TIME AND DATE". It contains two input fields: "Date:" followed by three yellow boxes for day, month, and year, and "Time:" followed by two white boxes for hour and minute, and a dropdown menu currently showing "AM".

```
SET TIME AND DATE
Date:  /  /  Time:  :  AM
```

Enter the current date in the **Date** field including leading zeros (0) for month and day if needed. Enter the current time in the **Time** field including leading zeros (0) for hour and minute if needed. Enter either an "a" or "p" (upper or lower case) to denote morning or afternoon. You will then be prompted to **"Update system date/time?"**. If date and time are now correct, type a "y"; if the information needs to be edited again, type an "n".

If a reference directory has been specified for a user in the user file, the following prompt will be displayed after the user has logged on to STD*MIS:

A screenshot of a terminal window titled "Select access for reference files:". It shows two options: "Central" and "Local". "Central" is highlighted with a yellow bar.

```
Select access for reference files:
Central
Local
```

Choosing **Central** allows the user to access the reference files stored on the network. This allows users with system access rights of "A" or "L" to add "on-the-fly" additions to reference files via the **<F3>** function key.

Choosing **Local** allows the user to access the reference files stored on their local drive. **Whenever "Local" is chosen, reference files are automatically copied to the local drive and directory specified in the Ref. directory field in the user file.** This allows the application to run more swiftly, but users with system access rights of "A" or "L" **will not be permitted** "on-the-fly" additions to reference files via the **<F3>** function key.

If pending system activity exists (records held for review, duplicate patients to be merged, etc.), an informational prompt such as the following will appear, displaying the type of activity and the number of records to be processed:

ATTENTION!!! PENDING SYSTEM ACTIVITY

Patient merge file contains 3 record(s) to process.

Hold file contains records awaiting review.

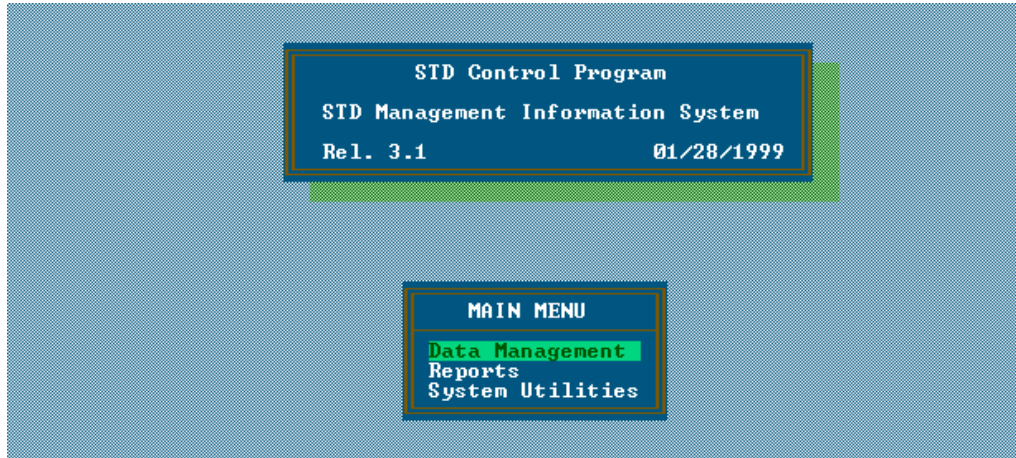
2 Morbidity record(s).

1 Reactor record(s).




Press any key to continue.....

Press any key to continue to the system **Main Menu**.

MAIN MENU



The main menu is divided into three components:

- 1) **Data Management** - where entry of all named and non-named data occurs and records pending review can be accessed.  **See the Data Management module of this manual for in-depth information on this component.**
- 2) **Reports** - where all morbidity, worker activity, quality assurance, lab, congenital syphilis, and tracking reports are accessed.  **See the Reports module of this manual for in-depth information on this component.**
- 3) **System Utilities** - where reference files can be updated, data can be exported or imported, a NETSS file can be created, duplicate patient records can be identified and merged, local use files can be created, data files can be indexed, etc. This is also where temporary data sets can be created for ad hoc queries.  **See the System Utilities module of this manual for in-depth information on this component.**

To choose an option from this, or any other menu in the system, use the arrow keys to move the highlight bar to your choice and press **<Enter>**, or type the first letter of the desired menu item. (Pressing **<Esc>** at the main system menu will exit the system.)